



# OBEO NETWORK

Office of Business and Economic Opportunity (OBEO)

*OBEO Mission: Promote equal opportunity in Caltrans programs, services, and activities*

*OBEO Vision: A reliable partner that consistently provides excellent customer service and quality products through an innovative workforce*

AUGUST 2016

Malcolm Dougherty  
Caltrans Director

Janice Salais  
Acting Assistant Director  
OBEO

## OUTREACH EVENTS

Visit the OBEO's outreach calendar to learn about upcoming small business events throughout the state. Events include:

- Small Business Council Meetings
- Prime Contractor Training Sessions
- Mandatory Pre-Bids and Pre-Bid Conferences
- Free Workshops and Networking Opportunities

[www.dot.ca.gov/hq/bep/calendar2.htm](http://www.dot.ca.gov/hq/bep/calendar2.htm)

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## OBEO Prepares 2016 DBE Annual Element Report

By Karen Governor

Every year, the OBEO works in partnership with Caltrans' divisions and district offices to collect and report information about Caltrans' Disadvantaged Business Enterprise (DBE) program, a legislatively mandated United States Department of Transportation program. This exercise, required by federal regulation, is known as the DBE Annual Element Report. The reporting period covers the federal fiscal year (FFY), which runs from October 1 to September 30.

There are two primary components to the DBE Annual Element Report: (1) program accomplishments within the current FFY, and (2) program goals for the following FFY. The "program accomplishments" category affords Caltrans the opportunity to include any activities relevant to the DBE program, such as DBE training and outreach events, creation of new DBE monitoring and/or reporting tools, or efforts to partner with other agencies and

organizations to increase DBE participation. Examples of DBE program goals include increasing the pool of certified DBEs by 5 percent in a particular district or region, launching a new web site for small businesses that incorporates the use of social media to communicate DBE program updates, or increasing the number of pre-bid meetings by 20 percent to facilitate networking among prime contractors and subcontractors.

Identifying DBE program goals requires a greater degree of specificity for monitoring and evaluation purposes. As a result, the OBEO uses the "SMART" model to inform the manner in which it evaluates and selects DBE program goals to be included in the report. "SMART" is an acronym for goals that are *specific* (S), *measurable* (M), *attainable* (A), *realistic* (R), and *time-based* (T). SMART goals meet all five criteria. The use of SMART goals results in action items that are more easily understood, as well as attributable

to a particular individual, unit, or function.

To promote accountability within the DBE program, the OBEO keeps track of all goals in the DBE Annual Element Report, and evaluates the degree to which these goals were achieved, based on information provided by Caltrans divisions and district offices. When finalizing the report, the OBEO ensures that each division and district office has provided updates to account for the previous year's goals.

Since Caltrans is a direct recipient of Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding, the OBEO submits the DBE Annual Element Report to both operating administrations.

Visit the OBEO's "Annual Element Reports" web page, at [http://www.dot.ca.gov/hq/bep/annual\\_reports.htm](http://www.dot.ca.gov/hq/bep/annual_reports.htm), to view previous years' reports. The OBEO will publish the 2016 DBE Annual Element Report in the fall.

REPORTING DIVISIONS/DISTRICTS	REPORTING TIMELINE
Division of Construction Division of Design Division of Engineering Services Division of Local Assistance Division of Procurement and Contracts Division of Rail and Mass Transportation Division of Transportation Planning OBEO Districts 1-12	<p><b>October 1:</b> Divisions and districts begin tracking DBE accomplishments and progress toward prior year's goals.</p> <p><b>July 1:</b> OBEO distributes reporting instructions and template to divisions and districts.</p> <p><b>September 1:</b> Deadline for submitting information to the OBEO for review.</p> <p><b>October 15:</b> OBEO submits final report to FHWA and FTA.</p>

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## Getting to Know the Program Operations Branch

By Carole Ching

Every day, the OBEO's Program Operations Branch balances the multi-faceted needs of Caltrans staff, vendors, and members of the public, by providing critical administrative and business services functions for the OBEO's seven branches housed at Caltrans' 1823 14th Street office. These functions include, but are not limited to, human resources, facilities management, budgeting, and purchasing.

In order to responsibly manage the OBEO's financial resources, the Program Operations Branch generates monthly reports to track expenditures and balances across four main sources of funding: Capital Outlay Support, Administration, Local Assistance, and Maintenance. Reports are shared with internal stakeholders, including the OBEO's

management team, and are used for planning and scheduling activities throughout the fiscal year.

Equally important is the monitoring, tracking, and ordering of supplies and equipment for the OBEO's 40+ staff members. Thanks to the Program Operations Branch, OBEO staff have access to office supplies and state of the art equipment, including portable projectors and laptops that are constantly being used in the field for workshops, trainings, and site visits. Recently, the Program Operations Branch outfitted the main conference room at 1823 14th Street, which is frequently used for trainings and meetings, with a new drop-down projector screen, new collapsible tables, and new chairs.

The Program Operations Branch also coordinates a facility-wide Emergency Action Team (EAT), consisting of representatives from the OBEO and other Caltrans divisions housed at 1823 14th Street, whose purpose is to ensure the safety and security of building occupants and customers in the event of an emergency. The EAT maintains an emergency action plan, which details roles and responsibilities of team members, and includes procedures for responding appropriately to various emergencies.

To learn more about the OBEO's Program Operations Branch, please contact Linda Madden, Branch Manager, at (916) 324-1058, or [linda.madden@dot.ca.gov](mailto:linda.madden@dot.ca.gov).

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## Contract Evaluation Branch Performs Critical Pre-Award Functions

By John Myers

The OBEO's Contract Evaluation Branch plays a critical part in helping Caltrans reach its overall DBE, Disabled Veteran Business Enterprise (DVBE), and Small Business (SB) participation goals.

Prior to award, the CEB evaluates bidders' DBE, DVBE, and SB commitments on state and federally funded construction, maintenance, service, and design contracts to enforce

rules for counting participation, as well as identify potential problems involving the manner in which work will be performed.

Although the scope of the CEB's evaluation varies from contract to contract due to job-specific requirements, core components include verifying a listed DBE, DVBE, or SB's certification status, and clarifying bidders' commitments to ascertain whether the listed firms will

perform a commercially useful function.

The CEB evaluates an average of 800 bids annually, and sees a spike in activity during the spring quarter (April-June), as Caltrans readies contracts for the summer construction season.

For more information about the CEB, please contact Tim Bullivant, Branch Manager, at (916) 324-1805, or [tim.bullivant@dot.ca.gov](mailto:tim.bullivant@dot.ca.gov).

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## RECENTLY CERTIFIED DBE FIRMS

**CONSTRUCTION:** Aguirre Project Resources LLC, Dirty Dynasty Inc., PCA Trucking LLC, Rangel Structural Erectors, Valdivia Trucking, Vertical Horizon Scaffold Inc., Cats Excavating Inc., Vidrio Enterprises, Access General Contracting Inc., Aloha Construction Services, Hardscape Solution, and North Wind Construction Services LLC

**ARCHITECTURAL & ENGINEERING:** Archimorphic Inc., Pha Design-Build Inc., Litchfield Design & Consulting, and Storm Water Management Consulting Service.

Find more certified DBEs here: [http://www.dot.ca.gov/hq/bep/find\\_certified.htm](http://www.dot.ca.gov/hq/bep/find_certified.htm).

*The OBEO would like to congratulate two of its employees, Elizabeth Dooher and De'Borah Crawford, on reaching the 25-year service milestone. Thank you for your contributions to the OBEO and Caltrans!*

**ASSISTIVE SERVICES:** The OBEO will provide assistive services such as assistive listening devices, sign-language interpreting, real-time captioning, note-takers, reading or writing assistance, or training/meeting materials in Braille, large print, audiocassette, or computer disk for individuals with disabilities. To obtain such services or copies in one of these alternate formats, please contact the OBEO's Training and Outreach Branch at (916) 324-1812. Arrangements should be made at least two weeks prior to the meeting.